

# Manage Purchase orders in Skanska Supplier Portal

## Change orders

Skanska Sverige Inköp

Skanska Affärsstöd, mail: [affarsstod@skanska.se](mailto:affarsstod@skanska.se); tel. 010-448 01 00

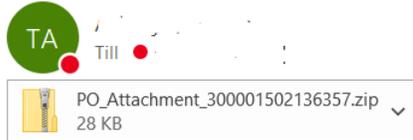
# Content

- The document describes the handling of purchase orders in Skanska's Supplier Portal and via e-mail
- A Purchase Order can either be confirmed in full or a change order can be created
- Skanska wants acknowledgement of placed purchase order within 24 hours.

Acknowledge order

# Notification new purchase order

Purchase Order 110431749 from Skanska Sverige AB, Buyer Testman, Peter, peter.testman@skanska.se



**Description**

This e-mail contains a purchase order from Skanska Sverige AB.

**Action Required**

- 1. Review purchase order in the attached ZIP file. Note that attachments may exist in ZIP file or in links below.
- 2. Accept the order using the link below.

[Accept Order](#)

**Help**

If you have questions about the purchase order contact Skanska's contact person shown in the purchase order.

If you need instructions on how to get the order details or how to create the order response, please contact Skanska Support at [affarsstod@skanska.se](mailto:affarsstod@skanska.se) or phone +46 10 448 01 00.

As a contact person for handling orders, you will receive an email when a purchase order has been created.

NOTE: Skanska wants confirmation of the purchase order within 24 hours.

If you have a user account in our Supplier Portal, you acknowledge the order there. You can reach Skanska's Supplier Portal via the link to accept the purchase order.

If you do not have a user account, you accept the order by making an email order response, see later section.

NOTE: The email contains an order pdf which gives the best overview regarding the content of the order.

# Identify orders in status pending acknowledgement

Supplier Portal

Search Orders Order Number

Tasks

Orders

- **Manage Orders**
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- View Receipts

Invoices and Payments

- View Invoices
- View Payments

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

News to Supplier

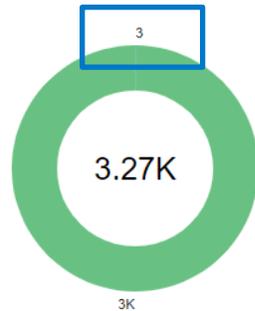
Welcome to Skanskas Supplier Portal.

Here you can manage orders from Skanska Procurement System and your prequalification. You're also able to change or add user accounts using "Manage profile".

On [Skanska's website](#), we have manuals available, showing you how to navigate the portal. If you have any questions, please contact Skanska Business Support.

You can reach us at [affarsstod@skanska.se](mailto:affarsstod@skanska.se) or by phone at +46 10-448 01 00

Requiring Attention



- Orders to Acknowledge
- Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Orders changed or canceled	10
Orders opened	32
Receipts	1
Payments	1

Click on the number for orders that require attention. You will then reach all orders pending acknowledgement.

If you want to make a change to a previously acknowledged order, you can search for orders via Skanska's order number or use Manage orders in the left column.

To see the status of all orders go to Manage orders.

# Order that requires attention (pending acknowledgement)

Manage Orders / Project Agreements ?

Done

Headers Schedules

Advanced Search

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Sold-to Legal Entity	Ordered	Curren	Status	Revision	Revision Date	Change Order	Life Cycle	Required Acknowledgm	Acknowledgme Due Date
110477068	2021-08-18	Skanska Sverige AB	80,100.00	SEK	Öppen	2	2021-08-24			Ja	2021-08-25
450000011	2021-08-18	Skanska Sverige AB	19,900.00	SEK	Öppen	0				Ja	2021-08-19
300413790	2021-08-13	Skanska Direkt AB	10,000.00	SEK	Öppen	0				Ja	2021-08-14

Columns Hidden 22

Unconfirmed orders are indicated by exclamation mark.

Delayed confirmations are displayed with a warning.

Orders pending order confirmation can be of two types, a regular purchase order and a new revision of a previously placed order. To see the contents of an order, select the line, select actions and View pdf.

If you have more than one order, you will come to this overview page. If you only have one order, you will go directly to that order.

# Confirm without changes

Manage Orders / Project Agreements ?

Done

Headers Schedules

▶ **Advanced Search**

Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

- Edit
- Export to Excel
- Cancel Document
- Acknowledge**
- View PDF

Order Date	Sold-to Legal Entity	Ordered	Curren	Status	Revision	Revision Date	Change Order	Life Cycle	Required Acknowledgm	Acknowledgme Due Date
2021-08-18	Skanska Sverige AB	80,100.00	SEK	Open	2	2021-08-24		🔄	Yes	2021-08-25
2021-08-18	Skanska Sverige AB	19,900.00	SEK	Open	0			🔄	Yes	2021-08-19
2021-08-13	Skanska Direkt AB	10,000.00	SEK	Open	0			🔄	Yes	2021-08-14

Select order, select Acknowledge

# Confirm without changes

Manage Orders / Project Agreements ?

Headers Schedules

► Advanced Search Basic Manage Watchlist Saved Search

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Sold-to Legal Entity	Ordered	Current Status	Revision	Revision Date	Change Order	Li
110477068	2021-08-18	Skanska Sverige AB	80					
450000011	2021-08-18	Skanska Sverige AB	19					
300413790	2021-08-13	Skanska Direkt AB	10					

Columns Hidden 22

Acknowledge Revision 2

Supplier Order

Acknowledgment Note

Accept Cancel

If your sales order number is available, fill in this.

Finish by clicking Accept

Acknowledge order in email

# Acknowledge order in e-mail

**SKANSKA**

Order Response

Order 110433682 Version 0

Choose any of the following options:

- **Accept** To accept order.
- **Reject** To reject order and leave a comment. This will be sent to the Buyer.

If you have any changes please contact the Buyer specified in the PDF attached to the email.

**Accept**

**Reject**

If you do not have a user account in Skanska's supplier portal, you will be redirected to a website after you have clicked Accept Purchase Order in the e-mail.

Here you can accept or reject the purchase order.

**NOTE:** This scenario is only valid for supplier contacts who do not have a user account in Skanska's Supplier Portal

Acknowledge order with changes, change order

# Acknowledge order with changes, change order

SKANSKA

Manage Orders / Project Agreements

Headers Schedules

► Advanced Search

Search Results

Actions
View
Format
✎
📄
🗑️
🔒 Freeze
📄 Detach
⏪ Wrap

	Order Date	Buyer	Ordered	Currency	Status	Acknowledgment Due Date
737	2021-03-04	Ackebjer, Tomas	2,051.55	SEK	Pending Supplier A...	2021-03-05
731	2021-01-22	Sandvik, Alexander	2,990.00	SEK	Open	

Edit  
Export to Excel  
Cancel Document  
Acknowledge  
View PDF

If Skanska's purchase order cannot be accepted, a change order can be made.

Select order, select Edit

# Acknowledge order with changes, change order

Edit Change Order: 0-1

Actions Save Submit Cancel

Change Order 0-1

Status Incomplete

Initiating Party Supplier

\* Description

Amount Changed -578.55 SEK

Initiator

Creation Date 2021-03-04

Main Contract Terms

General

Lines Schedules

Actions View Format Freeze Detach Wrap

* Line	* Description	Supplier Item	Quantity	UOM	* Price	Ordered	* Location	* Requested Delivery Date	Promised Delivery Date	Note to Supplier	Change Reason	Additional Information
1	Trägolv parkett F	153	4.91	MTK	100.00	491.00	SN71, Rörig del - ...	2021-04-01	2021-04-07			Littera
2	Trägolv parkett	15	4.91	MTK	100.00	491.00	SN71, Rörig del - ...	2021-04-01	2021-04-07			
3	Trägolv parkett:	<input type="text" value="234"/>	4.91	MTK	<input type="text" value="100.00"/>	491.00	SN71, Rörig del - ...	2021-04-01	<input type="text" value="yyyy-mm-dd"/>			Example: 2021-03-04

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In a change order, supplier item, quantity, price and promised delivery date can be changed. Order lines can also be cancelled.

If there is a need to split an order line in two deliveries, this is done under schedules.

To complete the order change:  
Enter the reason for the change order in the description, do the updates and submit the change order

# Cancel whole order

Manage Orders / Project Agreements ?

Done

Headers Schedules

► **Advanced Search** Basic Manage Watchlist Saved Search Pending Acknowledgment

Search Results

Actions View Format Freeze Detach Wrap

Order Date	Sold-to Legal Entity	Ordered	Curren	Status	Revision	Revision Date	Change Order	Life Cycle	Required Acknowledgm	Acknowledgme Due Date
2021-08-18	Skanska Sverige AB	80,100.00	SEK	Open	2	2021-08-24		⚙️	Yes	2021-08-25
2021-08-18	Skanska Sverige AB	19,900.00	SEK	Open	0			⚙️	Yes	2021-08-19
2021-08-13	Skanska Direkt AB	10,000.00	SEK	Open	0			⚙️	Yes	2021-08-14

If the entire order needs to be cancelled, select the order and select Cancel Order.

# Split line

Edit Change Order: 2

Actions Save Submit Cancel

Change Order 2

Status Incomplete

Initiating Party Supplier

\* Description Split line

Amount Changed 0.00 SEK

Initiator

Creation Date 2021-03-11

Main Contract Terms

General

Lines Schedules

Actions View Format X Print Refresh Freeze Detach Wrap

Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
poly parkett	SJÖSTADEN-5841	1.25	MTK	2021-04-09	2021-04-14	
poly parkett	SJÖSTADEN-5841	1	MTK	2021-04-09	2021-04-24	
poly parkett	SJÖSTADEN-5841	2.25	MTK	2021-04-09	2021-04-14	

Columns Hidden 17

Split line is done under schedules. Choose which line it is, split the line and register a new quantity and date for the new line. Also update the quantity that remains on the original line before saving. When all changes have been made, submit the change order.